

DETENTION OFFICER CERTIFICATION COURSE
REVISION COMMITTEE MEETING
NC Justice Academy
Salemberg, NC
June 4, 2010

Mark Priest called the meeting to order at 12:10 p.m. Carolyn Holland called the roll.

Members Present

Kathryn Bryan
Dave Castlow
Tim Fuss
Glen Matayabas
Alicia McKinney
Joseph Milem
Greg Parker
Sammy Turner

Members Absent

Milton Drew
Wayne Jones
Betty Reynolds
Thomas Whitmore

Staff Present

Autumn Hanna, Sheriffs' Standards Division
Carolyn Holland, NC Justice Academy
Mark Priest, NC Justice Academy

Mark explained the purpose of the meeting was to review the proposed revisions to the DOCC curriculum. Committee members had met for the previous two and a half days and reviewed the complete DOCC notebook. Individual members were asked to present the proposed changes for each block of instruction.

Orientation

Alicia McKinney made a motion to make the following revisions to Orientation:

1. Add information regarding the GI Bill directing students to the website.
2. Add new wording to Successful Course Completion regarding student behavior mandates, including "and behavior" to number 6 in Attendance.
3. Move informational paragraphs regarding NC Sheriffs' Education and Training Standards Commission from Criminal Justice Systems to Orientation prior to Course Enrollment representing new Section B.
4. Include 50C after information on 50B reporting.

5. Increase Orientation block to 3 hours by removing an hour from Criminal Justice Systems, reducing Criminal Justice Systems to 2 hours. Move objective 10 from Criminal Justice systems to Orientation.
6. Change number of required blocks from 21 to 22 blocks in the Successful Completion section, #1.
7. Add summary.

Sammy Turner seconded. **The motion was approved.**

Criminal Justice System

Glen Matayabas made a motion to make the following revisions Criminal Justice System:

1. Decrease hours from 3 to 2 (moved hour to Orientation).
2. Update felony punishment chart and other handouts, and take out the flowchart.
3. Remove NC Sheriffs' Education and Training Standards Commission information and objective 10 (moved to Orientation).
4. Under 4 (page 14) – strike the word “first appearance” and flip the order. Add section on bond hearings. The correct order is bond hearing, booking, preliminary hearing, and arraignment.
5. Page 15 – strike paragraph under bail, “When bail bond is obtained...”
6. Double check example on page 20 as it relates to felony punishment chart.

Alicia McKinney seconded. **The motion was approved.**

Legal Aspects of Jail Management and Supervision

Sammy Turner made a motion to make the following revisions to Legal Aspects of Management and Supervision:

1. Edit information regarding objective 2 and 3, which will reduce the information on due process and reduce the section on legal aspects and criminal investigation.
2. Decrease hours to 14 (removing 2 hours).

Kathryn Bryan seconded. **The motion was approved.**

Contraband Searches

Kathryn Bryan made a motion to make the following revisions to Contraband Searches:

1. Edit objective 1, 3, and 6 to remove numbers.
2. Request pilot approval for PBL delivery implementation.
3. On page 12, number 3 – edit information on digital intrusion for clarification (body cavity).
4. Page 16 – eliminate A-E under number five (how to dispose of contraband) and replace with per agency policy.
5. Remove bulleted list in summary.

Sammy Turner seconded. **The motion was approved.**

Processing Inmates

Joseph Milem made a motion to make the following revisions to Processing Inmates:

1. Objectives 1, 2, 10, 14 – remove numbers from the objective.
2. Page 7, Opening Statement – update statistics.
3. In Reasons – eliminate reference to Tyrrell County; edit wording.
4. Page 24 – 37, number 3, receiving screening form – edit text for introduction, pull out all the numbers and move to a handout.
5. Objective 3 – eliminate wording on the last part; delete “and apply medical screening guidelines in admitting a prisoner.”
6. Add information on pretrial services (page 76, number 3). Edit language on objective 12 to reflect additional information.
7. Remove all extra screening forms (sample health screening form, sample receiving form, booking interview sheet). Add instructor note regarding handout.

Tim Fuss seconded. **The motion was approved.**

First Aid and CPR

Tim Fuss made a motion to make the following revisions to First Aid and CPR:

Move objective 5, 6, and 7 to Suicides and Crisis Management.

Greg Parker seconded. **The motion was approved.**

Medical Care in the Jail

Greg Parker made a motion to make the following revisions to Medical Care in the Jail:

1. Edit objective 2 to remove numbers.
2. Page 8 – strike last paragraph, “There are many communicable diseases other than . . .”
3. Update definition on page 9, 1 b), isolation authority, to reflect new legislative definition; 1 d) – add to sentence “common signs may include but not limited to.”
4. Section 3 – add section on H1N1.
5. Page 37, under (3) – change 15 minutes to “four times an hour.”
6. Under 4, precautions and preventions – add section on H1N1.
7. Edit diabetic emergency handout.
8. Page 52 – remove sample (Jim, Jane and Jack Doe).

Dave Castlow seconded. **The motion was approved.**

Patrol and Security Functions of the Jail

Dave Castlow made a motion to make the following revisions to Patrol and Security Functions of the Jail:

1. Replace “personal notebook” with “field notebook.” Section B – add word “field” to title, “Officer’s Field Notebook.”
2. Objective 1 – edit to reflect field notebook.
3. Objective 6 – remove number.

Tim Fuss seconded. **The motion was approved.**

Key and Tool Control

Alicia McKinney made a motion to make the following revisions to Key and Tool Control:

1. Rewrite opening statement – remove Officer McGillicuttie story.
2. Insert the Brunswick County video clip, *Stories of the Inside – Brunswick County Jail* (add to Training Aids). Insert instructor note reference video on page 12, before section B.

Sammy Turner seconded. **The motion was approved.**

Supervision and Management of Inmates

Glen Matayabas made a motion to make the following revisions to Supervision and Management of Inmates:

1. Objective 1 – remove “first line.”
2. Objective 2 , 3, 6, and 7 – remove numbers.
3. Two new objectives:
 - a) Identify the primary roles of the detention officer
 - b) Identify the secondary roles of the detention officer
4. Move other objectives to reflect number change.
5. Page 8 – change “specific roles of a detention officer” to “secondary roles of a detention officer.”
6. Page 10 – strike “first line” from “first line supervisor.”

Tim Fuss seconded. **The motion was approved.**

Suicides and Crisis Management

Sammy Turner made a motion to make the following revisions to Suicides and Crisis Management:

1. Objective 1, 2, 3, and 8 – remove numbers.
2. Change first sentence of Opening Statement to reflect the statistical change (murder now number one cause of death).

3. Remove information on suicide screening form and put it with handout (Page 27, questions 1 through 17 – turn into a reference guide.) Add instructor note to reference the handout created.
4. Delete all handouts with the exception of the Suicide Prevention Screening and Suicidal Prisoner Observation.

Kathryn Bryan seconded. **The motion was approved.**

Introduction to Rules and Regulations Governing Jails

Kathryn Bryan made a motion to make the following revisions to Introduction to Rules and Regulations Governing Jails:

Objective 9 – remove numbers.

Sammy Turner seconded. **The motion was approved.**

Stress

Joseph Milem made a motion to make the following revisions to Stress:

1. Objectives 3 and 4 – remove the numbers.
2. Remove dates of studies and replace with “previous studies/studies have shown.”
3. Add information on stress from Physical Fitness (from page 30 - 33) to section D, Impact of Stress.

Alicia McKinney seconded. **The motion was approved.**

Investigative Process in the Jail

Tim Fuss made a motion to make the following revisions to Investigative Process in the Jail:

1. Objective 1, 3, 8 – remove numbers.
2. Objective 5 will become 5 and 6:
 5. Discuss the three basic steps for interviewing a willing subject.
 6. Differentiate between open-ended and close-ended questioning techniques.
3. Remove current objective 6 and 7.
4. Page 13, number 3, search of a fire scene – strike in its entirety.
5. Page 15, section F, Notes and Note Taking – move to new Note Taking and Report Writing block.
6. Decrease number of hours from 9 to 8.
7. Page 28, section I – delete in its entirety; move to new Note Taking and Report Writing block.
8. Page 43 – in the note, change the word “crime scene” to “detention facility incident.”

Greg Parker seconded. **The motion was approved.**

Subject Control Techniques

Glen Matayabas made a motion to make the following revisions to Subject Control Techniques:

1. Change hours from 24 to 28.
2. Add to Training Aids, “Various equipment to be used during equipment retention and takeaways.”
3. Change handout check-off sheet to include above section.
4. Add an objective:
 6. Demonstrate equipment retention and equipment disarming techniques.
5. Every reference to “force continuum” needs to be changed to “force options.”
6. Page 7, paragraph before number 3, “If a detention officer finds it necessary...” – edit paragraph to reflect used force necessary to stop the threat.
7. Page 7 – add statute number for deadly force.
8. Add a section on objective reasonableness and perception (from BLET lesson plan, page 13).
9. Page 11, number (5), electronic impulse device – replace with ECD (electronic control device).

Joseph Milem seconded. **The motion was approved.**

Aspects of Mental Illness

Greg Parker made a motion to make the following revisions to Aspects of Mental Illness:

Objectives 1, 3 – remove numbers.

Dave Castlow seconded. **The motion was approved.**

Transportation of Inmates

Dave Castlow made a motion to make the following revisions to Transportation of Inmates:

1. Objective 2 and 3 – remove numbers.
2. Replace “force continuum” terminology with “force options.”
3. Page 14 – add ECD.
4. Page 37, Involuntary Commitment Process for DO – edit the paragraph, then omit 1, 2, and 3 and omit the forms.
5. Page 42, Use of Force – expand use of force to include deadly force (pull paragraph from Subject Control Techniques, pages 7-8).
6. Move Use of Force section to D, after X-Ray Search.
7. Strike out “law enforcement” and replace with “officer.”
8. Strike out “attempting to take a respondent into custody or when the respondent is being transported.”
9. Page 43, O – switch it around so detention officers are first in the list.

Greg Parker seconded. **The motion was approved.**

Fire Emergencies

Sammy Turner made a motion to make the following revisions to Fire Emergencies:

1. Objectives 3 and 9 – remove numbers.
2. Under A (2), change word “prevention” to “protection.”
3. Change instructor requirements for Limited Lecturer to “fire instructor two and/or hazmat instructor through Criminal Justice Training and Standards.”

Glen Matayabas seconded.

Mark Priest questioned whether the instructor requirements should say “and/or” or just “or.” Sammy Turner responded it should read “or.” Mr. Turner’s motion was amended to read: “fire instructor two or hazmat instructor through Criminal Justice Training and Standards.”

Joseph Milem seconded the amended motion. **The motion was approved.**

Physical Fitness for Detention Officers

Kathryn Bryan made a motion to make the following revisions to Physical Fitness for Detention Officers:

1. Objective 1 – “List the primary and secondary risk factors that contribute to coronary heart disease.”
2. Add a section on how to interpret the PT assessment.
3. Moved stress section to Stress block.

Glen Matayabas seconded. **The motion was approved.**

Communication Skills for Detention Officers

Alicia McKinney made a motion to make the following revision to Communication Skills for Detention Officers:

Objectives 6 – remove numbers.

Greg Parker seconded. **The motion was approved.**

Ethics for Detention Officers

Glen Matayabas made a motion to make the following revisions to Ethics for Detention Officers.

Objectives 5, 6 and 7 – remove numbers.

Alicia McKinney seconded. **The motion was approved.**

Overall Changes

1. Joseph Milem made a motion to change the word “trustees” to “inmate worker” throughout the DOCC curriculum.

Glen Matayabas seconded. **The motion was approved.**

2. Tim Fuss made a motion to change the word “prisoner” to “inmate” throughout the DOCC curriculum.

Alicia McKinney seconded. **The motion was approved.**

3. Sammy Turner made a motion to go through DOCC curriculum and adjust formatting to represent true Turabian format text.

Greg Parker seconded.

Greg Parker suggested that the motion be amended to say “adjust formatting to represent true Turabian, semi-manuscript text.

Sammy Turner amended the motion to: go through DOCC curriculum and adjust formatting to represent true Turabian, semi-manuscript text.

Tim Fuss seconded. **The motion was approved.**

4. Greg Parker made a motion to remove all current video selections from end of blocks.

Joseph Milem seconded. **The motion was approved.**

5. Dave Castlow made a motion edit the student objectives to say “student” instead of “participant.”

Greg Parker seconded. **The motion was approved.**

6. Alicia McKinney made a motion to add a new block of instruction entitled “Note Taking and Report Writing,” 5 hours, objectives as follows:

- (1) Define the term “report” as it relates to detention officers.
- (2) List the purposes for preparing a report.
- (3) Identify common errors found in incident and use of force reports.
- (4) Identify the requirements for report writing.
- (5) Explain the values of proofreading.
- (6) Describe the proper ways to articulate common use of force techniques used in a detention setting.
- (7) Given the video scenarios, compose five written reports with at least two of them involving use of force actions.

- (8) Explain the importance of field notes and how they are used in developing a report.

Joseph Milem seconded. **The motion was approved.**

7. Alicia McKinney made a motion to change the title of the curriculum from *Detention Officer Certification Course* to *Basic Detention Officer Training*.

She explained the reasoning behind this change is to become consistent with Basic Law Enforcement Training and to reflect the fact that this training does not certify officers--certification is done by the Sheriffs' Standards Division.

Sammy Turner seconded. **The motion was approved.**

8. Joseph Milem made a motion to change the total hours for the Detention Officer Certification Course from 162 to 168, reflecting all revisions proposed.

Tim Fuss seconded. **The motion was approved.**

Other Business

Tim Fuss suggested the DOCC Revision Committee hold a yearly retreat, as one of the four yearly meetings.

Mark Priest indicated the minutes for the March meeting would be e-mailed to members for approval.

Mark asked members for approval of the previously disseminated new block of instruction on Report Writing, with edits noted and corrected. Tim Fuss stated the added information on note taking should be added.

Tim Fuss made a motion to accept the Report Writing block as presented with the amendments that have been noted. Glen Matayabas seconded. The motion was approved.

The meeting adjourned at 12:40 p.m.